

Dismissal Letter Due to Repeated Performance Issues

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of your dismissal from [Company Name] effective immediately.

Despite multiple discussions regarding your performance issues, we have not seen the necessary improvements. You were provided with [specific examples of support, warnings, or performance improvement plans], but unfortunately, your performance has remained below the standards we expect.

As outlined in our previous communications dated [insert dates of previous warnings], your repeated inability to meet your job responsibilities has led us to this difficult decision.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Please return any company property in your possession by [date]. Your final paycheck will be processed in accordance with company policy.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]